

# Retention and Classification Report

**Agency:** Clearfield (Utah). Mayor (3066)

55 S. State Street  
Clearfield, UT 84015

**Records Officer**

10221 Policies and procedures

**AGENCY:** Clearfield (Utah). Mayor

**SERIES:** 10221

3

**TITLE:** Policies and procedures

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

**AUTHORIZED:** 03/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public